



PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY

POLICY NUMBER: 10	DATE: November 24, 2000
TITLE: HOTWORK PERMITTING	APPROVED BY: Katherine Boxer Latipow

10-0. TABLE OF CONTENTS

TABLE OF CONTENTS	1
REFERENCE	1
PURPOSE	1
POLICY	1
PROCEDURE	2
AUTHORIZATION	2
HOT WORK PERMIT	4

10-1. REFERENCE

- (a) NFPA 51B, Standard for Fire Prevention in Use of cutting and Welding Processes
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Sections 3221(d)(2), 4848, and 5157
- (c) City of Fresno Injury and Illness Prevention Program

10-2. PURPOSE

To establish procedures for preparation and use of hotwork permits.

10-3. POLICY

All rules regarding cutting and welding procedures and the use of cutting and welding equipment must be observed. The use of welding and cutting equipment is restricted to trained personnel and authorized by a supervisor. A permit is preferred for all welding, cutting, or hotwork performed outside of a welding shop; expressed authorization from management is required.

10-4. **PROCEDURE**

- (a) The responsible supervisor shall issue a hotwork permit or authorization for all hotwork operations done outside the welding shop. The permit is to be attached to the cutting or welding cart or prominently posted at the job site for other types of hotwork. Hotwork permits issued for use during confined space operations shall be posted and retained as outlined in Policy Number 9.
- (b) Sparks may fall through small openings to the floors below and travel through openings to adjacent rooms or areas. All such openings must be sealed or a fire watch provided to extinguish any stray sparks. Floor areas below hotwork operations must be inspected and roped off to prevent sparks from falling onto other employees.
- (c) Fire extinguishers shall be immediately available for use during any hotwork operation.
- (d) Inspect the work area after the job is completed. Do not leave the area until you are positive that all sparks have been extinguished. If you are leaving work at the end of your shift, notify the next shift (as appropriate) to survey the area to insure that all sparks are out.

10-5. **AUTHORIZATION**

- (a) Before authorizing work the areas must be inspected for the following conditions:
 - (1) All combustible material removed from the area - at least 30 feet from the hotwork operation.
 - (2) The work will be confined to the area or equipment specified.
 - (3) Ample supply of portable extinguishers at the job site or in a nearby location.
 - (4) Fire watch must be assigned.
 - (5) Flame and spark producing equipment - inspected and found to be in good repair.
 - (6) Electrical equipment is adequately grounded.

HOTWORK PERMITTING

Page 3

November 24, 2000

- (7) All areas must be checked for fire 30 minutes after completion of or at the end of the days work.

(b) Instructions to welders:

- (1) All electrical welding equipment must be turned off and the rod removed from the stinger before going on a break, at the end of the days work, and when the job is completed.
- (2) All acetylene and oxygen bottles must have the bottle outlet valves shut off before going on a break, quitting time for the day, and at the completion of the job.

HOT WORK PERMIT

This hot work permit must be completed when welding, burning, or cutting with portable equipment in designated areas. It is each employees responsibility to comply with the conditions in this permit. This permit must be signed by the supervisor. This hot work permit must be kept on file by the Safety Officer.

Date & Time Issued:

Expiration Date and Time:

Job Location:

Reason for Hot Work:

Crew Supervisor:

Authorized Employees:

Hazards of the Job:

Safety Precautions:

CHECKLIST

(All checked precautions must be observed)

9 Fire extinguisher on job site.

9 Charged water hose available.

9 Fire watch posted.

9 Welding blankets in place.

9 Standard welding precautions: eye protection, proper clothing, faceshield, machine grounded.

9 Exhaust Ventilation.

9 When welding in confined areas, gas cylinders & power sources are located outside area and secured.

9 All grounding/bonding wire in place.

9 Surrounding equipment & operations are safe for hot work.

9 No open vessels or lines within 35 feet of hot work area.

9 No combustible or flammable items within 35 feet of hot work area or covered with wetted blankets.

9 Welding equipment in good condition.

9 Confined space entry permit required.

I certify that required precautions have been taken and necessary equipment has been provided for hot work.

Crew Supervisor Printed Name

Crew Supervisor Signature

Date